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Adm - 13.6

DD/S&T-3545-69

9 SEP 1969

MEMORANDUM FOR: Director of Special Activities
 Director of Research and Development
 Director of ELINT
 Director of Scientific Intelligence
 Director of Computer Services
 Director of Foreign Missile and Space
 Analysis Center
 Director of Special Projects

SUBJECT: Quarterly Review/Forecast - Second
 Quarter, FY 1970

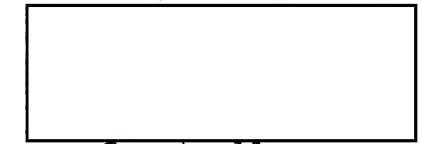
1. Quarterly Reviews of the Office Status of Funds and forecasts of Second Quarter FY 1970 contract actions have been scheduled as follows:

OCS	30 September 1969	1100 - 1145
OSP	1 October 1969	1030 - 1130
OEL	1 October 1969	1500 - 1600
ORD	2 October 1969	1100 - 1230
OSI	2 October 1969	1430 - 1500
FMSAC	3 October 1969	1430 - 1500
OSA	3 October 1969	1500 - 1545

2. All reviews are scheduled to be held in the DD/S&T Management Information Center, Room 6E6103.

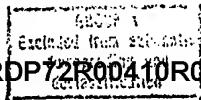
3. Because of the severe demands on Mr. Duckett's time, we request that Office presentations be kept to the scheduled duration. In addition, we recommend that you forecast the second quarter contract actions by project totals rather than by each individual contract. Each project should be discussed in terms of major tasks to be accomplished with only certain contracts high-lighted because of their significance, cost, priority, risk or other factor of special interest.

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Comptroller
 Directorate of
 Science and Technology

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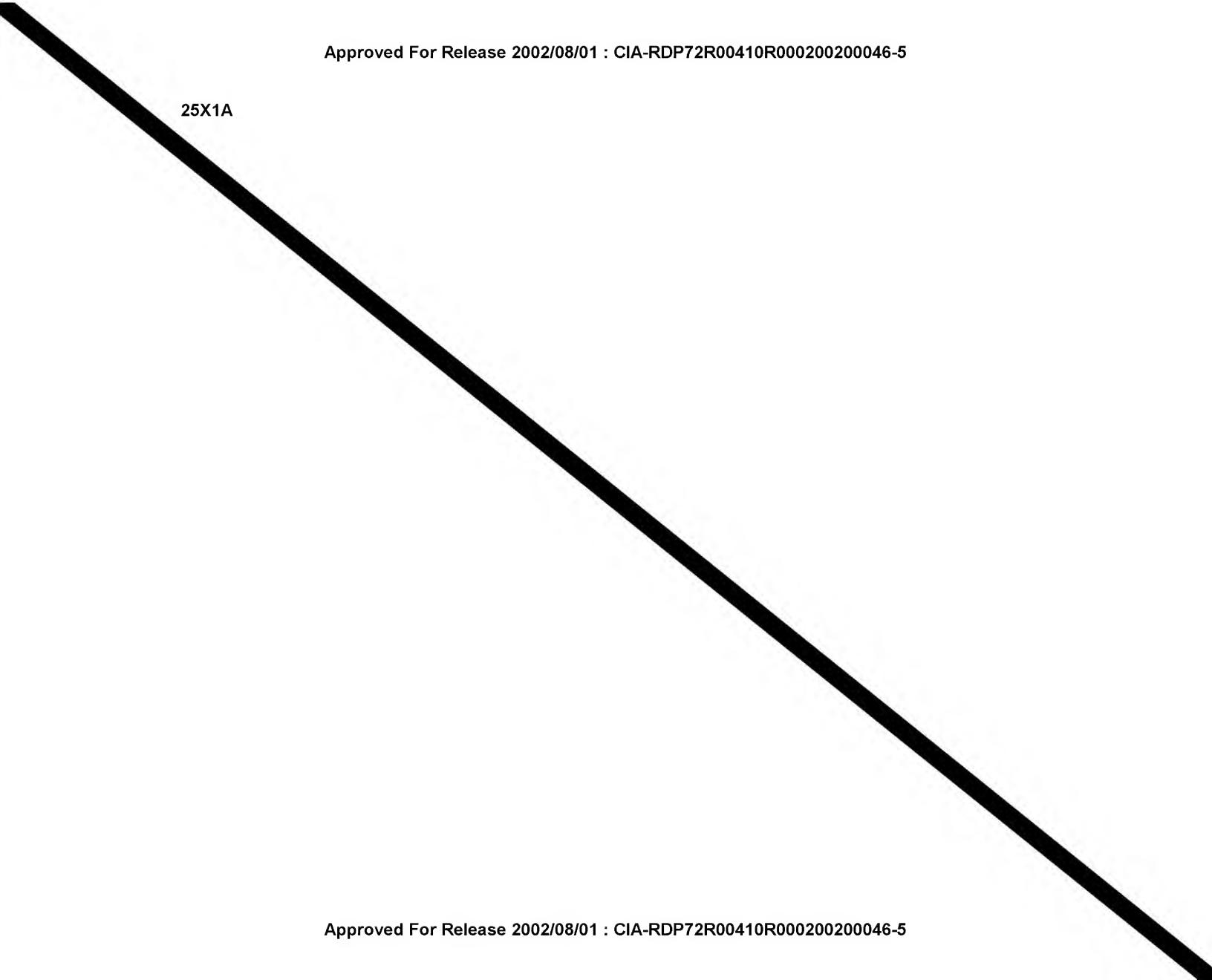
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SUBJECT: Quarterly Review/Forecast - Second Quarter
FY 1970

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- 1 - Budget Br/DD/S&T
- 1 - MIO/DD/S&T
- 2 - DD/S&T Registry [redacted]

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O/DD/S&T/Compt/P&P Br/ [redacted] (9 Sep 69)



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